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WAR FOOD ADMINISTRATION
Food Distribution Administration
Washington 25, D. C.

November 15, 1943

ADMINISTRATIVE SERVICES DIVISION MEMORANDUM NO. 38

To: Branch and Division Chiefs
From: F. J. Hughes, Chief, Administrative Services Division
Subject: Maintenance of Mailing Lists - Not Applicable to Field

I. Centralization of Mailing Lists

- A. In accordance with the provisions of Budget Bureau Circular No. A-16, August 1, 1943, a central control of mailing lists for FDA has been established in the Reproduction and Distribution Section of the Washington Administrative Services Division. It is the responsibility of the Reproduction and Distribution Section to serve as the central clearance point for FDA in determining the establishment, discontinuance, consolidation, and classification of all mailing lists for FDA.
- B. All Washington Branches and Divisions having mailing lists and duplicate sets of proof cards shall transfer them to the Reproduction and Distribution Section of the Washington Administrative Services Division, effective December 1, 1943. The Reproduction and Distribution Section will furnish the Washington Branches and Divisions with proof books to replace such mailing lists and proof cards when they are needed. Revised proof books will be furnished upon request when they are required. The expense incurred in the preparing of proof books makes it necessary to keep the number issued to a minimum.

II. Revision of Mailing Lists

- A. The Reproduction and Distribution Section shall revise mailing lists on a staggered basis throughout the year. As each mailing list is scheduled for revision, the Washington Branch or Division concerned will be notified of the month or months in which the revision will take place. A copy of the forms to be used in revising lists will be supplied to the Branches and Divisions for their information.
- B. On and after December 1, 1943, all incoming correspondence to FDA requesting the removal of names from mailing lists, the correction or addition of names, changes of address, or stating that material is being received which should be discontinued, or that material previously requested has not been received, will be routed directly to the Reproduction and Distribution Section. It is the responsibility of that Section to fulfill the request or submit a form letter to the writer within three days stating why the requested action had not been taken. Communications which request the addition of names to mailing lists will be submitted by the Reproduction and Distribution Section to the Washington Branch or Division responsible for the issuance of the

material. It is the responsibility of the Branch or Division concerned to determine which names shall be included on their mailing lists and to submit a request to the Reproduction and Distribution Section for the addition of names according to the following procedures:

1. Procedure for Adding Names to Mailing Lists Maintained at the Government Printing Office

To add names to mailing lists maintained at the Government Printing Office, a 3x5 card Form AD-79 in duplicate shall be submitted to the Reproduction and Distribution Section for each name to be added. (One card will be returned to the Branch or Division bearing the date the addition was made). Cards shall be typed according to the following format:

President
Acme Mfg. Co.
1000 Dupont St.,
Chicago 15, Illinois
10-25-43 FDA-24

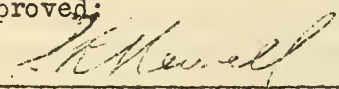
Cards should show titles, firms, or offices rather than individual names, thus eliminating the need for revision with every change of personnel. If the mailing list code number is not known, a note should be attached describing the material to be mailed. Because it is illegal to mail reports, publications, and material to the public under frank unless a written request has been received, it is required that Washington Branches and Divisions return the letter making the request with the Form AD-79 when it is submitted to the Reproduction and Distribution Section.

2. Procedure for Adding Names to Mailing Lists Maintained at Points Other Than Government Printing Office

To add names to mailing lists maintained at points other than the Government Printing Office, Form Inf-183 shall be submitted in quadruplicate to the Reproduction and Distribution Section, listing the names alphabetically, first by State and then by name. A copy of the Inf-183 will be returned to the appropriate Washington Branch or Division bearing the date the additions were made. If changes are desired on more than one list, separate requests shall be prepared for each list. All changes must be arranged in alphabetical order by States. The space provided on Form Inf-183 for the signature of the Bureau Representative will be filled in by the Reproduction and Distribution Section.

This Memorandum supersedes all previous instructions on Mailing Lists.

Approved:


Assistant Deputy Director

